



County of Los Angeles – Department of Mental Health

Service Area VII Administration

Adult Systems of Care

Quality Improvement Committee

June 15, 2010

Rio Hondo Mental Health Center

Second Floor Conference Room

2:00 P.M.- 4:00 P.M.

AGENDA

- | | |
|--|--------------------------|
| I. Welcome and Introductions | Lupe Ayala & Brent Hale |
| II. Review & Approval of Minutes | Lupe Ayala & Brent Hale |
| III. Recertification Standards | Joel Solis |
| IV. New Request for Change of Provider | Sylvia Guerrero |
| V. Department of Mental Health Update | Lupe Ayala |
| VI. Quality Improvement Council Update | Lupe Ayala |
| VII. Performance Improvement Project | All |
| VIII. Quality Assurance Issues | Brent Hale & Misty Allen |
| IX. QA/Procedure Codes Group | Misty Allen |
| X. Audit Updates | Brent Hale |
| XI. Announcements & Provider Updates | All |

Next Meeting

July 20, 2010

2:00 P.M.-4:00 P. M.

Quality Assurance Meeting

1:00 P.M.-1:30 P.M.

**County of Los Angeles – Department of Mental Health
Adult Systems of Care
Service Area VII Quality Improvement Committee
Minutes
June 15, 2010**

Members Present:

Lupe Ayala, Chair	
Meehee Ham	SSG-API
Mari Yniguez	Pacific Clinics Santa Fe Springs
Brian Adair	San Antonio
Marcella Mendez	The Whole Child
Mariela Goroito	TELACARE La HOP FS FCCS
Christine Maitland Koch	Homes for Life-Ceder St et Homes
Sylvia Guerrero	Patients' Right Bureau
Mike Ford	Masada Homes
Mirtala Pareda Ward	Roybal
Saul Zepeda	Hathaway-Sycamores
Joel Solis	Program Review
Leah Merjil	Bienvenidos
Mikki Beermann	Residential TBS Program Support
Kara Lopez	Providence Community Services
Doncella Winship	Community Family Guidance Center
Alma Bretado	CHCADA
Deborah Lowe	Almansor Clinical Services
Marishia Moak	Providence Community Services
Kari Thompson	Providence Community Services
Michelle Hernandez	ENKI

Welcome and Introduction


I. Review of approval of Minutes

- Several name corrections were requested
- Page 5 correction, Lupe to provide clarity on the 10 days to contact the SPFR

II. Recertification Standards – Joel Solis

- Check list was distributed
- Recertification is required every 3 years
- Recertification is done by DMH
- Joel recommends agencies to have two binders:
 - Binder to have Site specific Policy & Procedures
 - Binder to have DMH Policy & Procedures
- Guide for Pertinent Information Joel indicated to add the copies of operation, estimated the population served, list school based programs
- The Check list for the Policy and Procedure Binder
 - See Hand-out page 3
 - Fire Clearance must state the 850 form. It can be requested

- Category 5 indicates how you provide MH services within your agency, not the definition of MH services.
 - Joel stated the next agencies due for recertification are Telecare, Benvenidos, Crittenton, Intercommunity, Alma.
 - Joel indicated that before you are scheduled for recertification agencies need to obtain the Fire Clearance.
 - Joel stated agencies need to have all 12 languages booklet for Patient Rights
- III. Request for Change of Provider – Sylvia Guerrero**
- New Revision was provided dated 6/3/2010
 - Clients are not required to give a reason to request a change in provider
 - Client's are to receive a copy of the request.
 - Karla Lopez will translate the form into Spanish "thank you Karla"
 - Forms are to be kept in a separate binder
 - Forms are to be available in the lobby of your agency
 - Agencies are required to complete the log and fax it every month
- IV. Department of Mental Health Update**
- State budget has not been determined as of today's date
 - MHSA will continue on the current budget
- V. Performance Improvement Project**
- Project was finalized by Ana Suarez
 - Part II of the project will be prepared as a SA 7 team
 - Team will meet during the SA 7 QIC meeting
- VI. Quality Assurance Issues/Procedure Codes group**
- Codes were discussed regarding the Parent Partner billing for Collaterals. Clarification will be discussed at the next meeting.
- VII. Audit Updates**
- None reported
- VIII. Announcements & Provider Updates**
- Co-Chair will be announced next month


Lupe Ayala, Chair


Respectfully Submitted,

**Service Area VII QIC will be dark in August, 2010.
Enjoy your summer!**

**Next QIC Meeting September 21, 2010 from 2:00 PM-4:00 PM
Quality Assurance Meeting is from 1:30 PM-2:00 PM**